



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

July 31, 2008

Shelly Rocker, President
Rocker Bros. Meat & Provisions, Inc.
405 No. Centinela Ave
Inglewood, CA 90302

Dear Mr. Rocker:

RE: FINAL MONITORING VISIT REPORT for Rocker Bros. Meat & Provisions, Inc. – ET07-0419

Date of the Visit:	07/29/08
Beginning/Ending Time:	09:30 a.m. – 11:15 a.m.
Date of Last Visit:	07/31/07
Visit Location:	Inglewood
Persons in attendance:	Jacque Haedo, Office Manager, Rocker Bros. Meat & Provisions, Inc. Lan Vuong, ETP Project Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	06/04/07 – 06/03/08	Agreement Amount:	\$34,320
Training Start Date:	06/04/07	No. to Retain:	26
Date Training must be Completed:	03/02/08	Range of Hours:	8 - 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

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ETP (04/15/05)

FINAL REPORT SUMMARY:

- **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 06/29/07 and training began on 06/04/07. Records show that the last class/lab training session was provided on 02/29/08, which allowed for the 90-day retention period to be completed within the Agreement term ending date of 06/03/08.

- **FINAL PROJECT STATISTICS**

Your Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed and documented on each trainee between 8 and 60 class/lab training hours. There will be no reimbursement for any trainees who does not complete a minimum of 8 hours of training from the required curriculum.

Although Chart 1, Exhibit A of the Agreement, specified that there would be 26 trainees to be retained, Ms. Haedo reported that only 21 trainees completed training and the 90-day retention period. This resulted in a completion rate of 81 percent with earnings of \$11,286 (33 percent of the contract amount) assuming all Agreement requirements are met.

- **INTERVIEW WITH CONTRACTOR'S REPRESENTATIVE**

According to Ms. Haedo, the company was not able to provide all the training originally intended in this Agreement. She noted that this is the first formal structured training in the company and there has been an increase in business resulting in problems with trainee availability due to production needs. They also over estimated the number of trainees and training hours in their training plan.

Ms. Haedo also commented that the on-line process was simple and user-friendly once she got used to the process.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	30	Completed Training:	21
Trainees Enrolled:	30	In Retention Period:	0
Dropped Following Enrollment:	9	Completed Retention	21
Completed Minimum Hours for Reimbursement:	21		

The project statistics provided by your staff matches those listed on the ETP Contract Status Report.

ATTENDANCE ROSTERS:

The Analyst conducted a random sampling of 10 trainees billed for payment on Invoice 1 & 2. The records reviewed validated these invoices for the training hours billed. Records reviewed confirmed that the Agreement curriculum was provided as specified and the ratio of trainer-to-trainee delineated in the Agreement training plan was adhered to.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT:

Rocker Bros. Meat & Provisions, Inc. will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk review. These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters.

To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Lan Vuong at (818)755-1306 or by email at lvuong@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on File

Dolores Kendrick, Manager
North Hollywood Regional Office

Signature on File

Lan Vuong, Project Analyst
North Hollywood Regional Office

cc: Jacquie Haedo, Office Manager, Rocker Bros. Meat & Provisions (via email)
Nat Rocker, Manager, Rocker Bros. Meat & Provisions (via email)

Amber Luiz, Assistant Director (via email)
David Guzman, Chief Program Operations Division (via email)
Master File
Project File

Date report mailed to Contractor _____